

**INTERPRETATIONS & APPLICATIONS
OF BUILDING CODES & REGULATIONS #88-12**



CODE SECTION : IBC 1704

09/01/95 rev. 9/16/03

SUBJECT : SPECIAL INSPECTION CERTIFICATE

When special inspections are required by the International Building Code (UBC Sec.1704), a "Special Inspection Certificate" shall be filed with the City.

This certificate is available at the Development Services Counter and / or in the Project Review area. The following procedures must be followed to ensure the required approvals before the issuance of a building permit and the final inspection.

1. The Special Inspection Certificate, section "Owner's Notification of Special Inspection" and section "Certificate of Responsibility", must be completed by the owner and the "Architect or Engineer of Record" prior to the approval of plans.
2. A copy of the Certificate shall be attached to the job site set, and the City set of approved plans by the plan reviewer.
3. The original Certificate shall be returned to the applicant at the time of the building permit issuance.
4. Special inspections reports shall be delivered to the job site, at the location where the City reviewed plans are held, for review by City inspectors. Copies shall be delivered to the Building Plans Reviewer at the City of Scottsdale Project Review Section.
5. Section "Certificate of Compliance" shall be completed by the "Architect or Engineer of Record" and submitted to the City Inspector by the time of final inspection and / or prior to issuance of the Certificate of Occupancy.